

New Hire Checklist

Candidate name: Muhammad Muzammil Chaudhary
 Designation: Business Development Executive
 Department: Sales & Marketing
 Date of Joining: 11-08-2022

	Step Description	YES	NO	Notes
	Pre-Arrival Steps			
1	HR Interview (Telephonic)	✓		
2	Assessment	✓		
3	HR 2 nd interview	✓		
4	Hiring Manager Interview	✓		
5	Additional Interview		✓	
6	Education (Min. Requirement Met)	✓		
7	Experience	16ex		
8	Employed	✓		
9	Notice Period (if applicable)		✓	
10	Last Salary Withdrawn	37,000		
11	Expected Salary	40,000		
12	Vaccinated Against Covid	✓		
	Documentation	YES	NO	Notes
1	2 Cnic's	✓		
2	2 Photographs	✓		
3	Experience letter	✓		
4	Resignation Acceptance		✓	
5	Educational Documents	✓		
6	Payslips (if any)		✓	
7	Others <u>NDA</u>	✓		
	Onboarding	YES	NO	Notes
1	Orientation			
2	Credentials	✓		
Email Address	<u>Muzammil.chaudhary@gmail.com</u>			
Phone Number	<u>0335-1039193</u>			